

imageCLASS 2300 Set-Up Sheet

for the Machine

READ THIS SHEET FIRST

Thank you for purchasing the Canon imageCLASS 2300.

To get your machine ready for use, please follow the instructions in this sheet before referring to any other documentation.

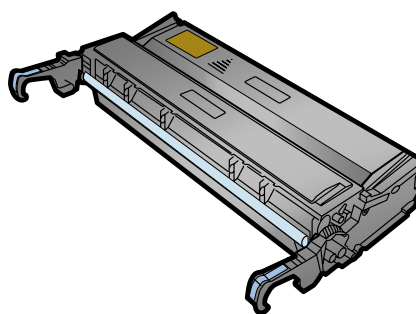
1

Unpack the machine and its components.

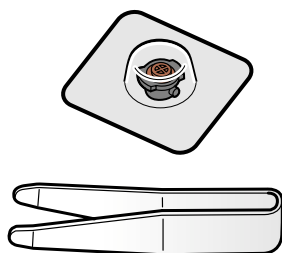
Check that you have the following:



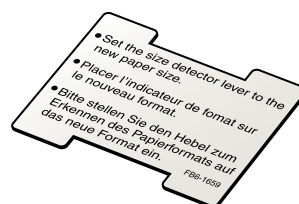
- Machine with cabinet stand



- Toner cartridge (in carton)



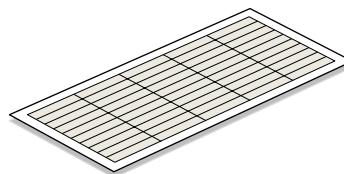
- Stamp cartridge and tweezers



- Paper size notice cards (2)



- Paper size plates (2)



- Destination labels for one-touch speed dialing keys (2)

- Paper size labels (2)
- Power cord
- Telephone cable

- **Documentation**

- **Set-Up Sheet for the Machine (This Document)**

- Refer to this document first to install and set up your new machine.

- **Set-Up Sheet for Networking and Printing***

- Refer to this document to set up the machine for network and print functions.

- **Basic Guide**

- This manual explains the basic operations of all functions of the machine. Keep this guide handy for easy reference.

- **Reference Guide**

- This manual covers machine settings, common operations, maintenance, and troubleshooting.

- **Copying Guide**

- This manual explains the copy function of the machine.

- **Facsimile Guide**

- This manual explains the fax function of the machine.

- **Sending Guide***

- This manual explains the I-Fax function of the machine.

- **Registration Card**

- **Limited Warranty Note**

- **CD-ROM***

- **imageCLASS 2300 Driver Software**

- **imageCLASS 2300 Network User Software**



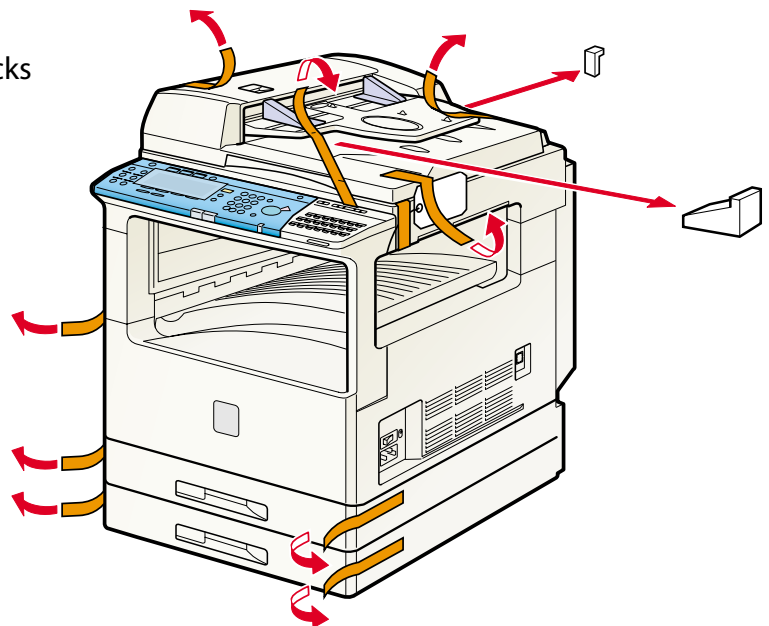
NOTE

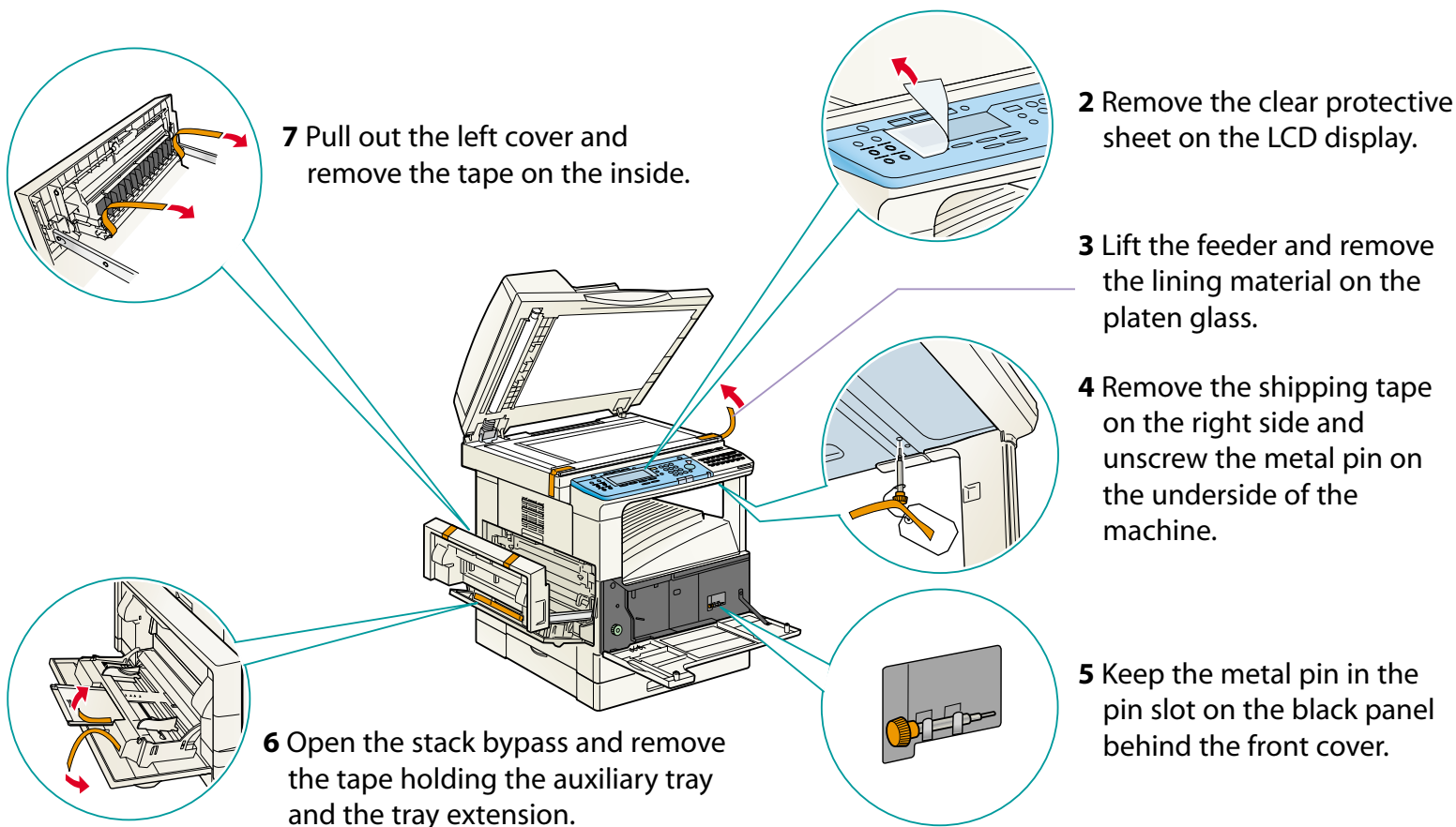
- An asterisk (*) denotes the item only supplied with the Network Model.
- Printer and network cables are not included.

2

Remove the shipping materials.

- 1 Remove all the shipping tape and foam blocks on the outside of the machine.



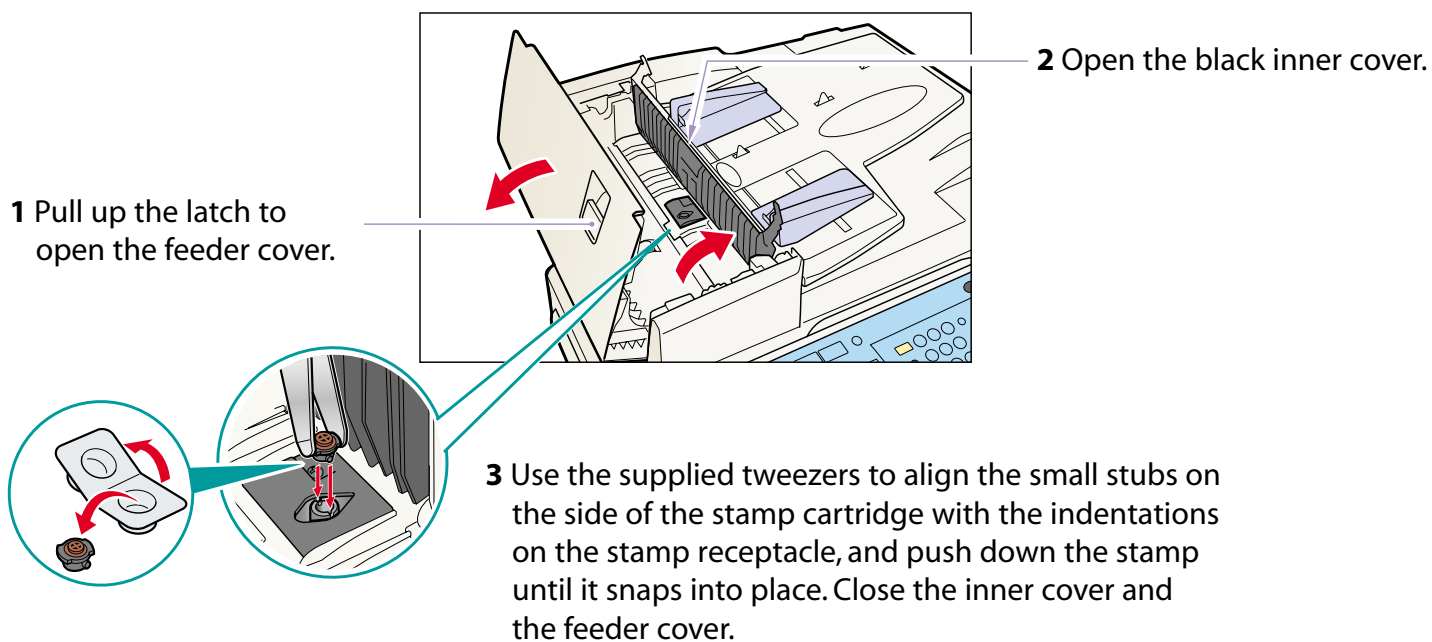


IMPORTANT

- When you transport the machine, you need to screw the metal pin back into the underside of the machine.

3

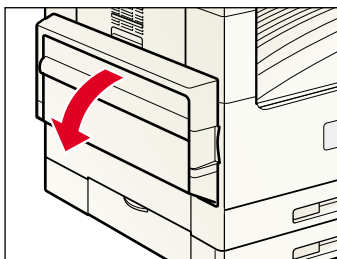
Install the stamp cartridge.



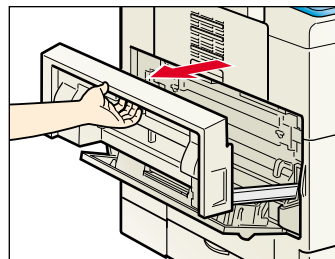
4

Install the toner cartridge.

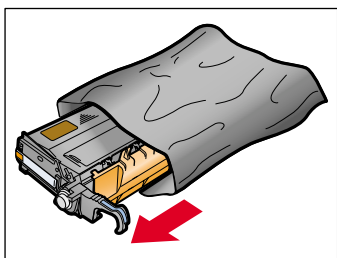
1 Open the stack bypass.



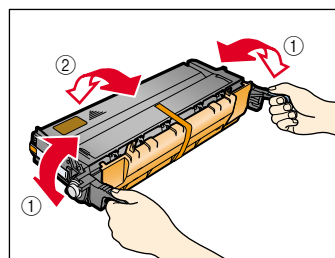
2 Slide out the left cover of the stack bypass.



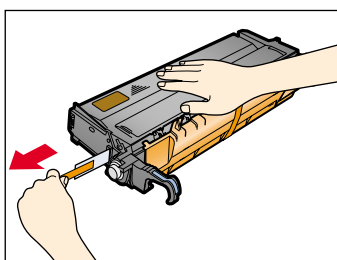
3 Remove the toner cartridge from the bag. Keep the bag in a safe place.



4 Hold the cartridge with both hands and slowly shake it sideways ① and then back and forth ② to distribute the toner inside the cartridge.



5 Hold the cartridge on a flat stable surface with one hand, and pull out the seal completely with the other hand.

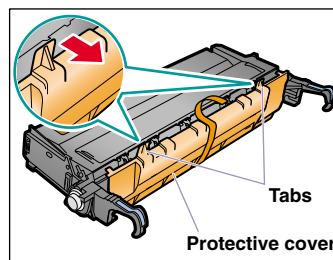


6 Remove the tape holding the orange protective cover, and pull the release tabs on the cover to detach it from the cartridge.

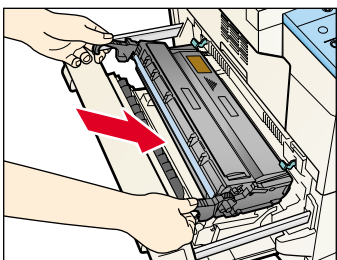


IMPORTANT

- Do not touch the blue-green drum surface inside the toner cartridge.



7 Hold the cartridge by its handles (marked with blue) and insert it in the machine horizontally as far as it will go.

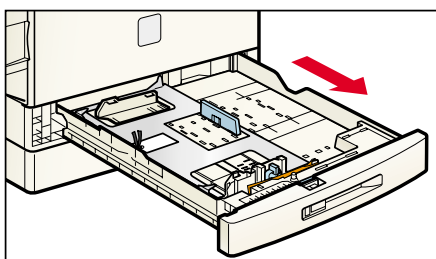


8 Close the left cover and the stack bypass.

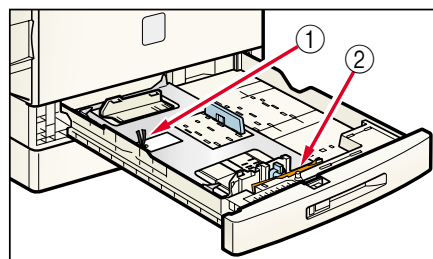
5

Load paper.

1 Pull out the paper drawer until it stops.

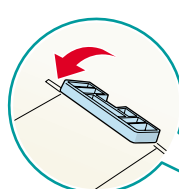


2 Remove the black wire ① and shipping tag, and the orange tape ②.



NOTE

- You can skip steps 3, 6 and 7 if you are loading letter size paper in the portrait orientation (LTR □).
- Note that some paper sizes have both portrait (□) and landscape (□) settings.



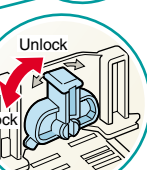
3 Detach the blue end guide by moving it down to the left then pulling up, and attach it again at the mark for the desired paper size.



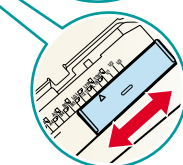
4 Insert the paper size notice card in the card slot located on the inside front of the drawer.



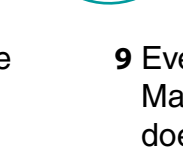
5 Attach the appropriate paper size label to the paper size plate, and insert the plate in the slot at the drawer front.



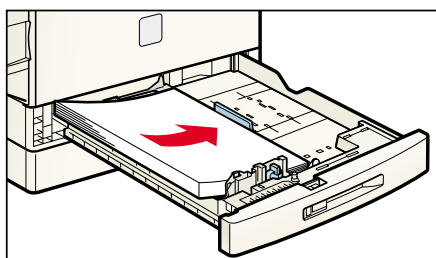
6 Lift up the blue lock lever and slide the side guide to match the size of the paper you are loading. Lower the lever again to lock the side guide.




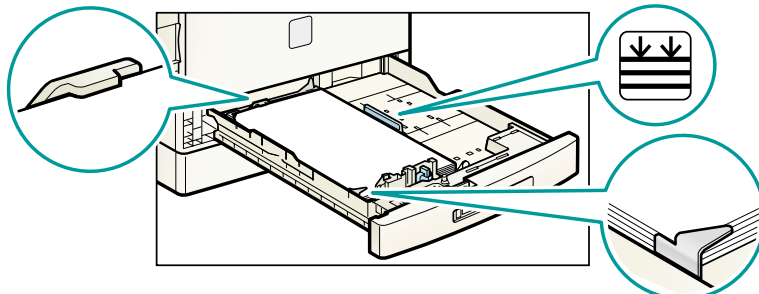
7 Set the paper size detector lever to match the size of the paper you are loading.



8 Load the paper into the drawer. Make sure the paper size setting of the drawer matches the size of the paper.



9 Even out the edges of the paper stack. Make sure the height of the paper stack does not exceed the limit mark .

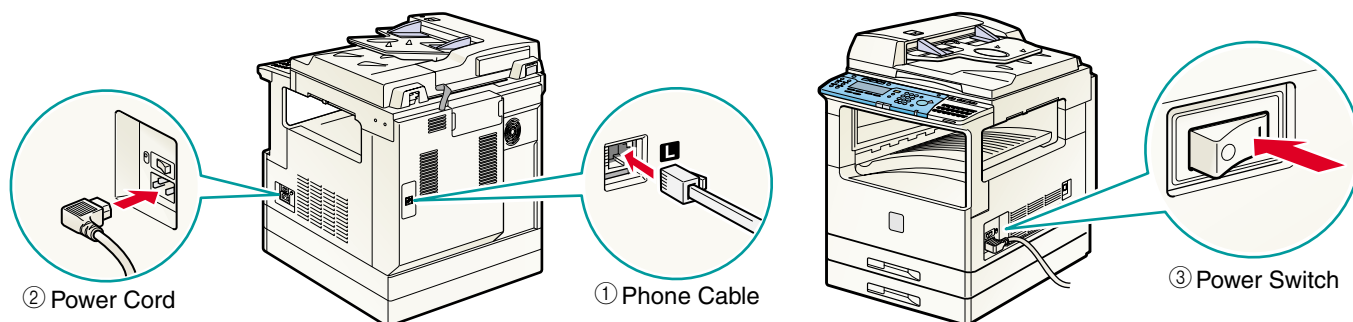


10 Push the paper drawer back into the machine. Repeat the steps above for the bottom drawer as well.

6

Connect the telephone cable and the power cord.

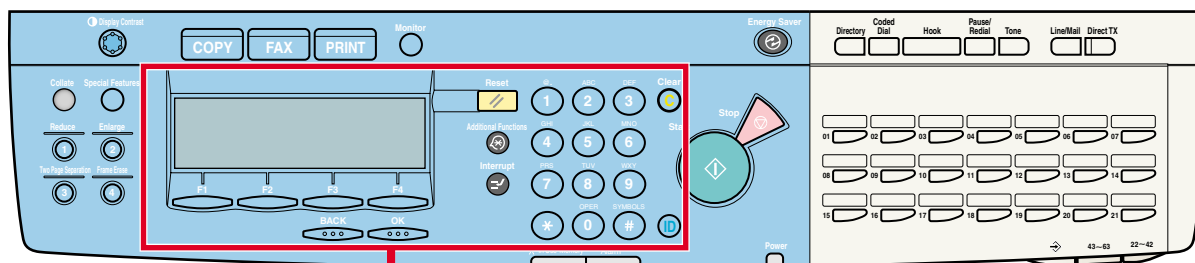
Connect the phone cable ① and the power cord ②. Turn on the machine's power by pressing the power switch ③ to ON ("I" side). The power switch is located on the right side of the machine.



7

Using the operation panel

Use the following keys on the operation panel to set up the machine for the fax function as explained on the following pages.

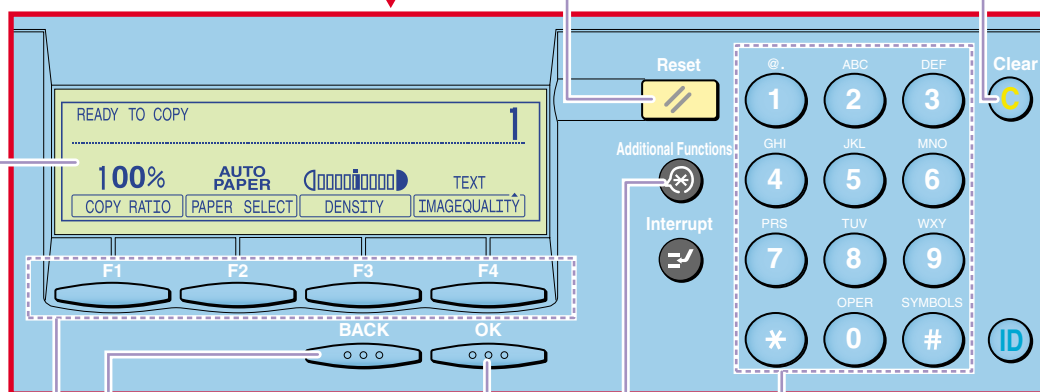


Reset key

Press to return to the Basic Features screen.

Clear key

Press to delete the numbers or letters entered.



BACK key

Press to go back to the previous screen.

Function keys (F1 to F4)

Select options that appear on the LCD display.

LCD display

Displays selections, text, numbers, and names when registering information.

OK key

Press to set a mode or function.

Numeric keys

Press to enter the numbers or letters.

Additional Functions key

Press to enter the Additional Functions menu.

8

Set the basic fax settings.

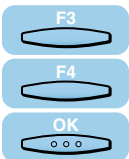
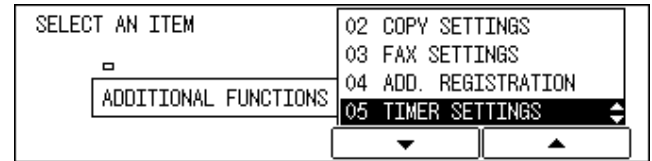
NOTE

- For details on setting up the machine for the fax function, see Chapter 1, "Before You Use the Fax Functions," in the *Facsimile Guide*.
- For details on how to input characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

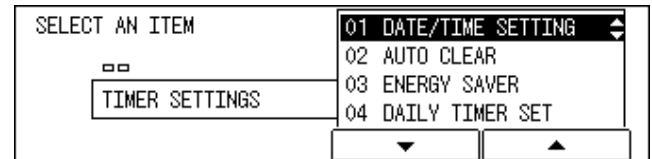
Setting the Current Date and Time:



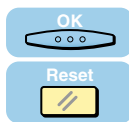
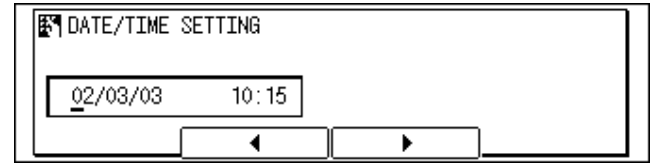
- 1 Press [Additional Functions] → [F3] (▼) or [F4] (▲) to select <05 TIMER SETTINGS> → press [OK].



- 2 Select <01 DATE/TIME SETTING> → press [OK].



- 3 Press [F2] (◀) or [F3] (▶) to select the month, day, year, and time → enter the current date and time using the numeric keys.

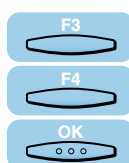
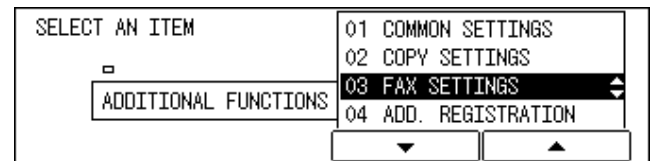


- 4 Press [OK] → [Reset] to return to the Basic Features screen.

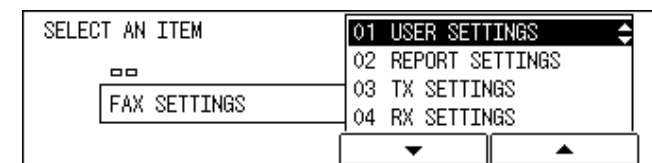
Setting the Basic Fax Settings:



- 1 Press [Additional Functions] → select <03 FAX SETTINGS> → press [OK].

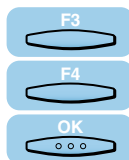


- 2 Select <01 USER SETTINGS> → press [OK].





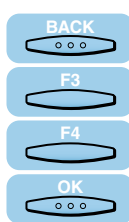
3 Select **<01 TEL LINE SETTINGS>** → press [OK].



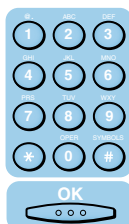
4 Select **<01 USER TEL NO.>** → press [OK].



5 Enter your fax number using the numeric keys → press [OK].



6 Press [BACK] → select **<02 UNIT NAME>** → press [OK].



7 Enter the unit's name using the numeric keys → press [OK].



8 Press [Reset] to return to the Basic Features screen.

SELECT AN ITEM	01 TEL LINE SETTINGS
000	02 UNIT NAME
USER SETTINGS	03 SENDER NAME
	04 TX TERMINAL ID

SELECT AN ITEM	01 USER TEL NO.
00000	02 TEL LINE TYPE
TEL LINE SETTINGS	03 TX START SPEED
	04 RX START SPEED

USER TEL NO.
0123456789
DELETE

SELECT AN ITEM	01 TEL LINE SETTINGS
000	02 UNIT NAME
USER SETTINGS	03 SENDER NAME
	04 TX TERMINAL ID

ENTER UNIT NAME (UP TO 24 CHARACTERS)	
JOHN	ALPHA INPUT
	INPUT MODE

9

Congratulations! You have now completed setting up your machine.

Where to go from here...

Once you have completed all steps in this sheet, see the *Basic Guide* for basic operation instructions of all functions of your machine.

If after reading the *Basic Guide* you require more detailed information, see the corresponding sections in the other manuals provided.

If you have the Network Model of this machine, see the *Set-Up Sheet for Networking and Printing* to set up the machine for network and printer functions.